ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT No. 513  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

Sound System - Proposal # PR11-P04

November 17, 2010

Illinois Valley Community College (IVCC) is accepting sealed proposals for the Design, Supply, and Installation of a Sound System for the IVCC Gymnasium in accordance with the accompanying specifications.

INSTRUCTIONS TO VENDORS

SUBMISSION OF PROPOSALS
Proposals will be received in the Purchasing Department, Room C-343, until 2:00 p.m. on Tuesday, December 7, 2010. Proposals will be publicly opened and read aloud in Room C-342, Illinois Valley Community College. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be considered for award.

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject PROPOSAL: Sound System, PR11-P04.

A mandatory Pre-Conference Meeting will be held at the Gymnasium, Bldg. G, at 10:00 a.m., November 30, 2010.

Proposals must be made in accordance with the instructions contained herein. Proposals must be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked, with the vendor’s name and address and the notation: PROPOSAL: Sound System, PR11-P04.

W-9 FORM:
Complete the W-9 Form enclosed and return with your proposal.

TAX EXEMPTION:
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON PROPOSALS:
Illinois Valley Community College, District No. 513, requires the signature on proposal documents to be that of an authorized representative of said company. Each vendor, by making a proposal, represents that the proposal documents have been read and understands that the proposal documents and instructions to vendors are a part of the specifications.

PROPOSAL PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty (60) days after the proposal opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

CERTIFICATE OF INSURANCE:
The vendor must provide within five (5) calendar days of bid award notification from IVCC, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies
will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

Each vendor shall carefully examine all proposal documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to the proposal due date, notify the Purchasing Director who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Vendors who obtain a copy of the proposal from our website are responsible for checking back on the site for any addenda issued.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to IVCC) taking into consideration, the following:
1. Price,
2. General reputation and performance capabilities of the vendor; and
3. Conformity with specifications herein.

REJECTION OF PROPOSALS:
The vendor acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award the proposal considered being in the best interests of the College. The vendor recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items. The College Board also reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time, contracts of a similar nature or a proposal of a vendor when investigation shows that a vendor is not in a position to supply the product needed.

The successful vendor shall not proceed on this proposal until it receives a Purchase Order from the College. Failure to comply is the risk of the vendor.

CERTIFICATION FORM:
Vendors must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Rights Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:
IVCC is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Illinois Valley Community College District No. 513, the members of the Board of Trustees, its agents and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

Pat Reed, Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Road, Oglesby, IL 61348
E-mail: pat_reed@ivcc.edu
Telephone: (815) 224-0417

INFORMATION PERTAINING TO OUR PROPOSALS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
SPECIFICATIONS

Design, Supply and Install Gymnasium Sound System

Facility Description
The gymnasium is approximately 110 X 110. Bleachers flank both sides of the regulation sized basketball court, and can be folded to the wall for special events. The space to either side of the length of the court is approximately 24 feet. The ceiling has two, 40-foot peaks running the length of the gym. Down the center, there is an air-handling system with bracings. There are suspended lighting fixtures throughout the gym. The seating capacity is 900. There is currently a sound cabinet housing the equipment. Cables run under the floor to XLR (female) jacks on the walls at each corner of the playing court. There is one XLR jack at mid-court, where the game announcer sits. There is a second, unused, audio cable (condition unknown) run to the mid-court location.

Facility Use
The gym is used primarily for basketball and volleyball games and practices. Other, less frequent, uses of the gym include graduations, job fairs, scholarship dinners, and sports camps. When the gym is used for graduations, the faculty and students are seated in the court area and the guests are seated in the bleachers. A stage with a presenter podium with wireless microphone is at one end of the gym, and the band and vocalist is positioned at the opposite end.

The Vendor will design a system that provides the following:

- Consistent audio coverage and volume in all seating areas. Sound should be natural and intelligible.
- The ability to scale system to various events.
- One wireless, hand-held microphone transmitter and receiver.
- Input for an MP3 player at mid-court.
- A lockable, wall-mount cabinet with access to front and rear of equipment.
- A separately priced option to remotely control volume and selection of inputs or presets via Ethernet.
- An option to utilize 2 existing QSC RMX 1450 amplifiers.

The vendor will be responsible for the following:

- Installing, programming, tuning, and testing equipment.
- Running and labeling required cables and wires.
- Provide cable diagrams of all interconnections for technical and facility reference.
- Arranging for appropriate lift equipment, working within weight restrictions as communicated by IVCC.
- Providing operating manuals and instruction for all equipment.
- Training IVCC equipment operators.

SYSTEM MUST BE INSTALLED BY JANUARY 25, 2011.
BID FORM

SOUND SYSTEM

The undersigned, having examined the premises of the work and being fully aware of existing conditions affecting the cost of the work and having completely and fully read and understand the Request for Proposal document, propose to design, supply, and install a Sound System for the following:

______________________________________________________________________________________________________________________________________________________________ ($___________)

Model/Manufacturer __________________________________________________________________________________________________________

- Include any warranty information and literature pertaining to your proposed system.

ADDENDUM RECEIPT: Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

No. _____ Dated ______________  No. _____ Dated _____________
No. _____ Dated ______________  No. _____ Dated _____________

SIGNATURE

______________________________________________________________________________________________________________

Company

______________________________________________________________________________________________________________

Authorized signature

______________________________________________________________________________________________________________

Address

______________________________________________________________________________________________________________

Email Address  Phone  Fax
CERTIFICATION OF CONTRACT/VENDOR

The below signed contractor/vendor hereby certifies that it is not barred from quoting on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bribery.

______________________________________________________________
Name of Contractor/Vendor

______________________________________________________________
Title

______________________________________________________________
Date

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Sound System – Proposal #PR11-P04

If your company decides not to submit an offer, Illinois Valley Community College, District No. 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

Reason did not submit a proposal:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Company Name

Date

Signature
**Form W-9**

**Request for Taxpayer Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
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</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
<tr>
<td>Check appropriate box:</td>
</tr>
<tr>
<td>□ Individual/</td>
</tr>
<tr>
<td>□ Sole proprietor</td>
</tr>
<tr>
<td>□ Corporation</td>
</tr>
<tr>
<td>□ Partnership</td>
</tr>
<tr>
<td>□ Other □ Exempt from backup withholding</td>
</tr>
</tbody>
</table>

Print or type on page 2.

See Specific Instructions on page 2.

<table>
<thead>
<tr>
<th>Address (number, street, and apt. or suite no.)</th>
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</thead>
<tbody>
<tr>
<td>Requester’s name and address (optional)</td>
</tr>
</tbody>
</table>

List account number(s) here (optional).

**Part I  Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisitions or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

<table>
<thead>
<tr>
<th>Purpose of Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</td>
</tr>
</tbody>
</table>

| **U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: |
| 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), and, when applicable, to: |
| 2. Certify that you are not subject to backup withholding, or |
| 3. Claim exemption from backup withholding if you are a U.S. exempt payee. |
| In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. |
| **Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. |
| **For federal tax purposes, you are considered a person if you are:** |
| • An individual who is a citizen or resident of the United States. |
| • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or |
| • Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-9(a) and 771(a) for additional information. |
| **Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. |
| The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: |
| • The U.S. owner of a disregarded entity and not the entity, |

**For further instructions, please visit http://www.irs.gov/pub/irs-pdf/fw9.pdf**